

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO.
612-39A1

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RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPT. OF LICENSING & REGULATION--REAL ESTATE COMMISSION

AGENCY

DIVISION

Item No.	Description	Retention
3	<p>TO AMEND SCHEDULE #612-39, ITEM #3</p> <p><u>APPLICATION FILE:</u></p> <p>Contains all records relating to the licensing and renewal of brokers, associate brokers and salesmen. Included are grade reports, credit reports, completed applications, correspondence and original licenses.</p>	<p>Retain Cancelled Folders for three (3) years after date of cancellation, then destroy. Retain Brokers, Associate Brokers and Salesmen Failures for three (3) years after date of last application then destroy. All others for three (3) years after date of last renewal, then destroy.</p>

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by

9/22/87	<i>Joseph T. Seidce</i>	Director of Administration	10/20/87	<i>Edward C. [Signature]</i>	State Archivist
Date	Signature	Title	Date		